

May 9, 2008

TO: PROGRAM RECORDS OFFICIALS
RECORDS LIAISON OFFICERS
RECORDS MANAGEMENT FIELD OFFICERS

FROM: JOHN E. DAVENPORT, SR. ESQ.

SUBJECT: NUMBERED MEMORANDUM: RM 08-11: REVISED DOE O 243.1A

Attached for your review and comment is revised DOE O 243.1A, Records Management Program. Please distribute as appropriate within your respective organizations. Please submit all comments electronically to doerm@hq.doe.gov no later than June 2, 2008. In the interim, if you have any questions or require additional information, please contact Mary Ann Wallace via email, maryann.wallace@hq.doe.gov, or by telephone, 301-903-1147.

Attachment